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ABSTRACT

The purpose of this bibliographic instruction package is to help a non-library instructor prepare undergraduate students to find and use books, indexes, abstracts, periodical articles, and other printed reference sources in a search for published information about sociology. The package is divided into two episodes which can be presented in one class session. Episode I introduces students to the different forms of literature. Episode II teaches students how to locate library materials using the card catalog and indexes and abstracts. The package includes summaries and lists of objectives for each episode, a materials list showing all transparencies and handouts for the training session, and a suggested script for the conduct of the session. For the student, the package provides paper copies of transparencies used by the instructor; these cover information searching procedures, forms of literature, Library of Congress (LC) subject headings, catalog filing rules, the "Social Sciences Index," and "Sociological Abstracts." Also included are copies of transparencies showing a search log form and a checklist of questions for evaluating indexes and abstracts. An annotated bibliography of reference sources for sociology research and a sociology research exercise conclude the instruction packet. (ESR)

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Teaching Packages

Fundamentals of Research in SOCIOLOGY

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- Transparencies
- Bibliography
- Exercises

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Research In Sociology

Introduction

The purpose of this learning package is to help the instructor prepare students to complete his course assignment. The scope of activities for this learning package has been limited to searches for published information about a topic in sociology. Students will be prepared to find and use books, indexes, abstracts, periodical articles and other printed reference sources. The learning package provides for a subject approach to sociology research. Students will be taught to look for material in sociology and related subject areas.

The learning package is divided into two episodes. Episode I introduces students to the different forms of literature. Episode II teaches students how to find and use these sources. A summary and list of objectives is provided for each episode. A materials list includes all transparencies and hand-outs for the session. A script for the Conduct of the Session is provided. In this script parentheses ( ) are used to denote suggested instructor commentary to accompany the transparencies. You may choose to follow the script as it is or to improvise using the summary, list of objectives and transparencies. In either case, read the Conduct of the Session script first as a guide for your activities.

Episode I is designed to be taught first. Episode II is divided into two main sections: Using the card catalog to find books and using indexes and abstracts. These sections are designed so that you can teach them in any order and emphasize skills in areas you consider especially important. Examples for materials in the learning package have been selected to appeal to a wide range of students and instructors. If you would like to emphasize research on a specific topic in sociology or the use of a specific index or abstract, the library instruction services faculty will provide transparencies and instructional guides for this purpose. Please allow two weeks for production of these materials. For requests or questions about this learning package, call a member of the library instruction services faculty at Extension 3259. Episode II concludes with a review of the forms of literature. This review emphasizes the use of reference books as a source for beginning an information search.

The role of the instructor in the use of this learning package is crucial to its success. While a librarian can teach students how to use sociology sources for research, he can not generate the same enthusiasm for their use as can the sociology instructor. The instructor has had extensive first hand experience using many of the sources cited. More importantly, he knows exactly what he wants his students to learn and the depth and breadth of research he expects.

This learning package can be presented in one class session. The goal of this session should be to make students aware of information sources for sociology research. Most students will need many hours of practice using these sources to develop effective information searching skills.

Research In Sociology

Purpose: To learn to use published sources to find information about a topic in sociology.

Structure:

EPISODE I: CHOICE OF MATERIALS. Discusses the different forms of material which can be used for bibliographic searching. Presents examples of appropriate times to use each form. Emphasizes flexibility in search strategy.

EPISODE II: ACCESS TO MATERIALS. Discusses how to find books, reference books, and indexes.

How to Find Books. Explains the use of the Library of Congress List of Subject Headings to select subject headings for use in the card catalog. Discusses the use of the card catalog to locate books on a topic in sociology. Explains how this approach can be used in other libraries with different kinds of catalogs.

How to Find and Use Indexes and Abstracts. Discusses the function of indexes as location tools, sources used to find other sources. Describes the use of Social Sciences Index. Describes the purpose and use of Sociological Abstracts. Provides a checklist for evaluating indexes and abstracts. Upon request detailed instruction and transparencies can be provided for any index the instructor chooses.

Materials:

This learning package includes transparencies for use with the instructional script. Copies of these transparencies can be produced and collated for distribution to students in a student materials packet.

I. Transparencies.

A. Transparency 1 - Information Searching Procedure Chart
B. Transparency 2 - Forms of Literature
C. Transparency 3 - Search Log Form
D. Transparency 4 - Library of Congress (LC) List of Subject Headings
E. Transparency 5 - Catalog Filing Rules: Books about a Subject (General)
F. Transparency 6 - Catalog Filing Rules: Books about a Subject (Specific)

G. Transparency 7 - Catalog Filing Rules: Books Related to a Subject.
H. Transparency 8 - Social Sciences Index
I. Transparency 9 - Sociological Abstracts
J. Transparency 10 - Sociological Abstracts - Abstract
K. Transparency 11 - Checklist of Questions to Answer About Indexes and Abstracts

II. Lists

A. Reference Sources for Sociology Research
B. Baruch College Library: A Self Guided Tour
C. Exercise for a topic in sociology

Summary

I. Summary of Episode I. Choice of Materials.

A. Objective. To introduce sociology students to the different forms of printed source materials which can be used to find information for research in sociology.

At the end of this episode students will be able to:

--Identify specific forms of source material.
--Describe reasons for a search strategy, an orderly procedure for collecting information
--Explain why specific forms of material may be best for specific search questions.

B. Episode Activities:

The instructor will review the student sociology assignment. This assignment will provide the context for all activities. If student topics may be narrowed or broadened by this research activity, the instructor will discuss methods for defining a topic. Students will be given a copy of the Information Searching Procedure Chart. They will use the chart to describe the function of different forms of source materials for sociology research. They will also receive a list which defines Forms of Literature. They will use a Search Log Form and a list of Reference Sources for Sociology Research to discuss methods they can use to find information about a topic in sociology.

II. Summary of Episode II. Access to Materials.

A. Objective. To make students aware of the skills required to locate books, reference books, and indexes to find information about a topic in sociology.

At the end of this episode students will be able to:

--Use the Library of Congress List of Subject Headings to select subject headings for his topic.
--Use the card catalog at Baruch College Library to locate books on a topic in sociology.
--Ask questions to locate books in any library catalog.

--Describe the purpose of an index.
--Evaluate Social Sciences Index, one sociological index.
--Identify other indexes for information on topics in sociology.
--Describe the purpose of an abstract journal.
--Evaluate Sociological Abstracts, one abstract journal.

—Describe several forms of reference books for research in sociology.
—Suggest uses for specific forms of reference books.
—Explain how one other reference book could be used to begin the same information search.

B. Episode Activities:

The instructor will explain the use of the Library of Congress List of Subject Headings to select subject headings for research on a topic in sociology. Using transparencies he will explain the filing rules for locating books in the card catalog. It is not expected that students will remember all the cataloging rules. Rather, the purpose of this section is to give them the background to begin to use the card catalog and to ask reference questions.

For some students specialized social science indexes are a more effective way to begin research than the card catalog. The instructor will explain the purpose of indexes. He will use transparencies to provide instruction in the use of one index, Social Sciences Index. He will refer students to the list of other indexes. The instructor will describe the purpose of abstracts. Using transparencies he will explain the use of Sociological Abstracts. He may also use a transparency with a Checklist of Questions to Answer about Indexes and Abstracts to explain the use of these access tools.

By the end of this session, the instructor will ask students to use the list of Reference Sources for Sociology Research to select specific reference sources to begin their assignments. He will structure this discussion of reference sources to review the different forms of literature and the methods students can use to find them. The Learning Package includes suggested questions for this purpose.

Conduct of The Session

Episode I: Choice of Materials.

1. Describe your student assignment. Using this assignment as the context for learning, explain that the purpose of this session is to make students aware of the many kinds of sources they can use to find information about a topic in sociology. If it is appropriate, indicate that the topic may be narrowed or broadened depending on the information found in sources. Note that while specific examples of sources on lists to be distributed refer to materials in the Baruch College Library, they can be used as a reference point to locate the same or similar materials in other libraries.

2. Hand out collated packet of student materials.

3. Transparency 1 - Information Searching Procedure Chart. (Many kinds of sources can be consulted for information. This chart indicates the steps you can take before consulting sources. The chart describes two kinds of sources: access tools or secondary sources and primary sources.)

   a. (Looking at the chart who can explain what an access tool is?)

   b. (Would it be best to begin your search with an access tool or one of the sources on the right hand side of the chart? Why?) Establish that access tools are used to locate information. The other sources contain information.

4. Transparency 2 - Forms of Literature.
   The Forms of Literature list describes the sources on the right hand side of the Information Searching Procedures Chart. (Take a moment to read this list.)

   a. (What form of literature might you use to begin the information search for your assignment? Why?) Have students explain how they might use either access tools or other sources to find information about a topic in sociology. Do not emphasize the card catalog at this point since it will be discussed later. If necessary explain when to use specific kinds of sources. The following list of suggestions for use of specific sources is included as a guide for the instructor.

   —A dictionary for a definition of a specific sociological concept such as field theory.
   —A handbook for brief discussion of a specific phenomenon such as crime in urban areas.
   —An encyclopedia for general background reading about juvenile delinquency.

—A specialized bibliography to find periodical articles or books about a narrow topic such as drug addiction among the elderly.
—A more general bibliography to find periodical articles or books about the drug culture
—A complete book length study of women in prison.
—An index for periodical articles about inner city desegregation patterns within the past two years.
—A periodical article for a research study on the effect of parental alcoholism on adolescent drinking behavior
—A government document such as a census report for demographic data on the racial composition of a specific city.

b. Explain that an information search may begin with either an access tool or another source. Emphasize that there is no right way to search for information. The important point is for students to know what they are looking for and to plan a search strategy to find appropriate information.

5. Return to Transparency 1 - Information Searching Procedure. Explain search procedure by following the left hand side of the chart:

a. (At what point in a search would you use access tools? Why?)

b. (When would you use other sources?) There are no right or wrong answers to these questions. For example, a student might use an index when he first consults sources. He might want to read more in encyclopedias to redefine his problem.

6. Transparency 3 - Search Log Form. Explain the sections of the form.

a. Ask students to use this form to plan their search for information for their sociology assignment.

b. (Take a moment to plan your search. Who can explain the steps he might take to find information for this assignment?)

Episode II: Access to Materials.

1. (You may want to begin your search for information with a book. To find books you can use the library's card catalog. How do you know under which subject heading you can find information on your topic?. The Library of Congress Subject Headings List is used to determine the subject headings under which books are found in the card catalog. The same subject headings are used in the Baruch College Library catalog and the catalogs of most other college and research libraries.)

2. Transparency 4 - Library of Congress (LC) List of Subject Headings

The instructor should point out:

a. A word or phrase in bold face is an acceptable subject heading.
b. sa = see also the following related, more specific headings.
c. X = heading not used.
d. XX = related but broader heading.
e. (The LC List of Subject Headings is arranged in alphabetical order. Look under the subject heading which seems logical to you and you should find references to the appropriate Library of Congress (LC) heading to use in the card catalog.)

3. (To find books in most libraries we must use a catalog. The Baruch College Library has a card catalog. Other libraries may have different types of catalogs. The New York Public Library has a book catalog. We'll spend some time describing the arrangement of the Baruch College Library catalog since most of you will be using it.)

4. Catalog Filing Rules. (Every book in the Baruch College Library is listed in the card catalog under its author, its title, and its subject. All books by the same author are grouped together. They are arranged alphabetically by title.)

5. Catalog Filing Rules. Catalog cards about a subject are filed according to the following rules:

a. Transparency 5 - Catalog Filing Rules: Books about a Subject (General)
(Books about a subject are filed under the LC subject heading for that subject. They are grouped alphabetically by author within each subject heading. At the bottom of each catalog card "Tracings" list all the subject headings assigned to a specific book. Thus, this book can be found in the catalog by looking under Sociology, Political Science, Chance, and the book's title.) The instructor may wish to explain further why students would or would not want to look under additional subject tracings for listings of other books. Reasons for looking under additional subject headings might include finding more books, broadening a topic, narrowing a topic and developing a greater understanding of a subject area.

b. Transparency 6 - Catalog Filing Rules: Books about a Subject (Specific)
(From the LC Subject Headings List, you saw that all subject headings have more specific divisions or headings under which you can look to locate book titles. These headings may list books by form, such as Sociology-Dictionaries, or by further subject subdivisions such as Sociology-Study and Teaching. If you know you want to find sociology dictionaries look in the card catalog under the specific heading,

Sociology-Dictionaries and you will find all the sociology dictionaries in the library listed in alphabetical order by author. Similarly, if you want to know about teaching sociology, look under Sociology-Study and Teaching where you will find all the books on this topic arranged alphabetically by author.) The instructor may wish to point out that all catalog cards have tracings which suggest further subject headings with more specificity.

c. Transparency 7 - Catalog Filing Rules: Books Related to a Subject
The instructor may wish to explain that in a subject such as sociology, there are many subject areas which contain information about sociological research. Books in these related areas may not be listed under the subject heading Sociology, since this is not their major focus. Students may approach an area in sociology by looking at the specific setting for research rather than the discipline itself. The two cards supplied for this explanation are examples of books about women. The instructor may wish to suggest other areas and subject headings where his students will find books to fulfill their needs. (Note that the tracings on these cards do not include the subject heading, Sociology. The heading Sociology is used only when it is a major subject of the book represented by the catalog card.)

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6. (The card catalog is an index to all the books in the Baruch College Library. There are more specialized sociology indexes. These indexes consist of multiple book volumes. They index scholarly research and experimentation. They are especially useful for recent research. Indexes may index books, book reviews, conference papers, research studies, periodical articles, or doctoral dissertations. The advantage of indexes is that they list in one place a wide variety of material on a subject. They are also more current than books since they may be published monthly, quarterly, semi-annually, or annually. It is important to check the date of an index. If you need information on the increase in drug abuse in the United States, you may want to check an index from five years ago and the most current index volume.

a. Transparency 8 - Social Sciences Index.
(Looking at the list of Reference Sources for Sociology Research, you will see a list of sociology indexes. One of the most useful indexes is the Social Sciences Index. This monthly index is cumulated annually. It indexes articles from over 200 different journals covering the fields of anthropology, criminology, political science, psychology, and sociology.

b. (This index is arranged alphabetically by subject. Within each subject heading, article citations are arranged alphabetically by the first word in their title.)

c. The instructor should review the sample citation pointing out the article title, authors, pages and other information on the transparency. He should explain that the periodical abbreviations are listed beside the full periodical titles in the front of the index. The instructor should note that all periodicals indexed may not be in the Baruch College Library. Students should be instructed to use the periodicals catalog in the Baruch College Library to determine periodical availability and location. They should be encouraged to ask the reference librarian to help them locate periodicals that are not held by Baruch College Library. They may obtain these periodicals through inter-library loan or by a referral to another library in New York City.

7. (Sociological Abstracts is an abstract journal which contains an index to its contents. It has abstracts or summaries of all the articles it indexes. It is issued monthly and cumulated annually.)

a. Transparency 9 - Sociological Abstracts - Subject Index. (This index is arranged by subject. Under each subject heading abstract references are arranged alphabetically by their major subject emphasis. Sociological Abstracts includes abstracts from research studies in monograph (book), periodical and dissertation form. To use it, you must first look in the subject index, identify the abstract you want, and write down the abstract number(s) for each abstract you want to read.) The instructor should point out the abstract number on the transparency.

b. Transparency 10 - Sociological Abstracts - Abstract. (The abstracts in Sociological Abstracts are arranged by abstract number. This number appears in the upper left hand corner of each abstract. It is followed, on the next line, by the name of the author of the material abstracted and the rest of the bibliographic citation). The instructor may review this citation. (The bibliographic citation to the abstract includes the academic affiliation of the author. AA at the end of the abstract indicates that the author of the research study supplied the abstract. The abstract is a summary of the purpose, method, and results of the research reported.)

8. Transparency 11 - Checklist of Questions to Answer about Indexes and Abstracts.

a. (While you can use Sociological Abstracts and/or Social Sciences Index, other indexes and abstracts on the list of References Sources for Sociology Research may also be useful to you. Each index and abstract journal is unique. It is difficult to describe one method for searching all indexes and abstract journals. It is helpful, however, to examine each index or abstract journal you decide to use before you attempt its use. This is a checklist of

questions you should ask about each index or abstract journal you use. Not all questions apply to all sources).

b. (Let's apply some of these questions to Sociological Abstracts.) The instructor may wish to refer to Transparency 9 or Transparency 10 to answer these questions. If time is short, the instructor should choose several questions from the list for illustrative purposes. The instructor may wish to borrow a volume of Sociological Abstracts from the library for this purpose.

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9. (At the beginning of this session we talked about the many different forms of literature. The list of Reference Sources for Sociology Research includes specific examples of many forms of literature. Take a moment to look through it.)

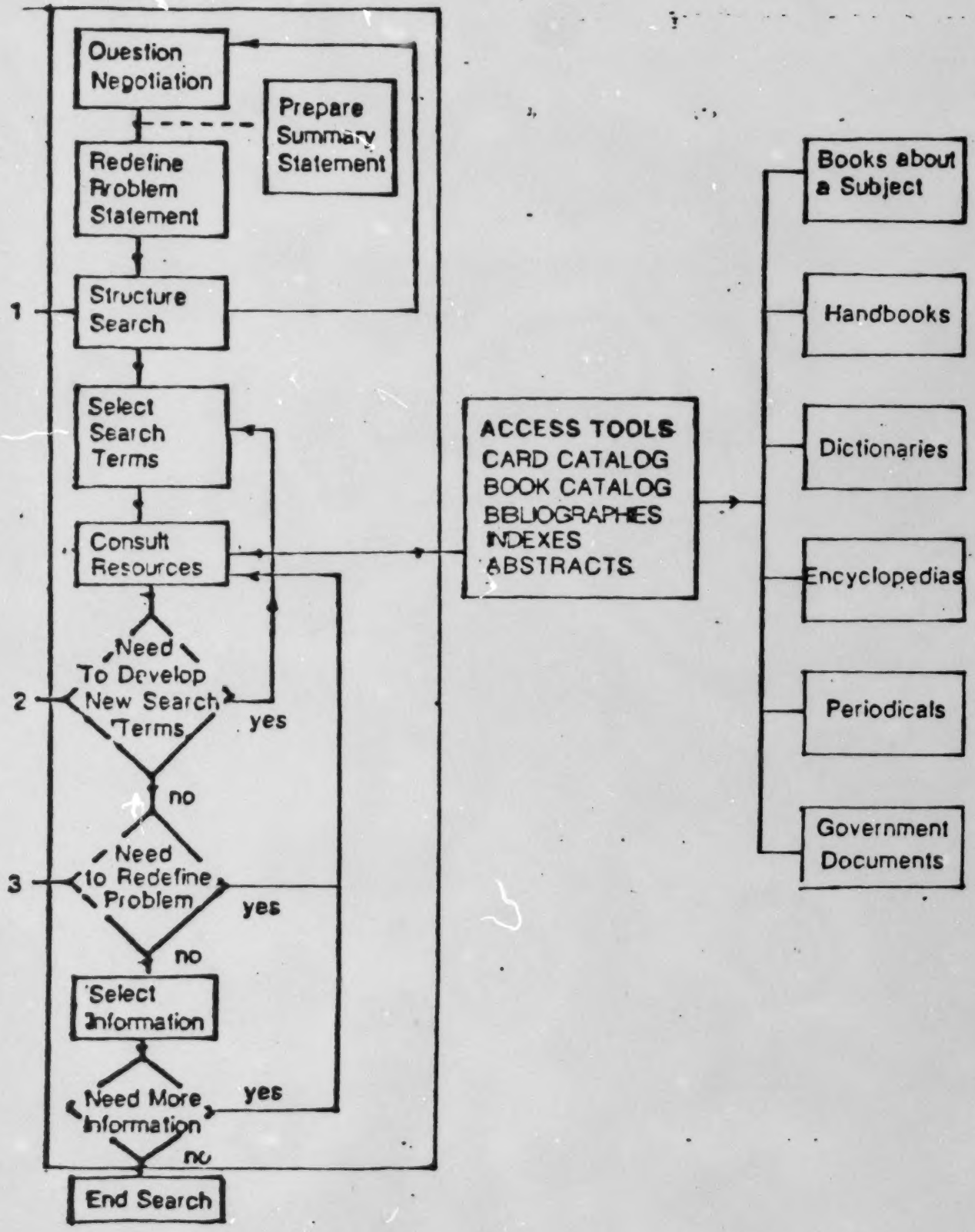
   a. (Who can describe one reference book which might be useful for his sociology assignment?) Try to elicit enough student answers to describe and discuss a number of specific reference works. Describe specific reference sources which have been especially useful to you in writing your dissertation, preparing a lecture or researching a paper. Emphasize the International Encyclopedia of the Social Sciences as a useful beginning source for background material on topics in sociology even though its 1967 publication date limits its usefulness for timely topics. You may want to show your class the index volume and one other volume of this encyclopedia. You can borrow these volumes from the library.

   b. The following questions may be used to encourage student discussion of reference sources. (Who can choose one reference book to begin an information search? Is there another book you might use to find the same or similar information?) Try to encourage students to use different approaches to finding information. Emphasize the variety of reference materials available.

10. Location of reference materials in the Baruch College Library. The packet of student materials includes the publication Baruch College Library: A Self-Guided Tour. Tell students about this tour. Encourage them to ask the reference librarians for help in finding information sources.

11. An Exercise for Research in Sociology is provided as an optional student assignment. However, the best evidence that students have learned to use sociology research sources is the quality of the research they do for their class assignment. Students should be encouraged to use the Search Log Form, Transparency 3, and to submit it with their class assignment.

Information Searching Procedure



Forms of Literature

Books

The most familiar form of literature is the book. A single volume or book is known as a monograph.

Reference Books

Some books are considered reference books because they are designed by their arrangement and treatment to be consulted for specific information rather than to be read consecutively.

Encyclopedias, Handbooks, and Dictionaries are reference books. They are usually consulted for concise, factual information. They are a good place to begin an information search. Encyclopedias and Handbooks often include bibliographies.

Bibliographies are lists of publications (books, articles, reports, documents, dissertations) selected and organized around a subject area or theme. These lists may be limited by the specificity of the subject scope, the dates or the type of material covered.

Dissertations or Theses are research papers written in partial fulfillment of an advanced degree. These academic papers compiled by one researcher are often valuable for research in the same subject field.

Periodicals include magazines and journals such as the Journal of Social Issues. A periodical is a publication issed at regular time intervals and intended to be continued indefinitely.

Indexes provide, in one place, references to works in specific subject areas or works by specific authors. Indexes are often in multiple volumes and cover longer periods of time. They are used to locate bilbiographic information about in journal articles, books, essays and dissertations. All indexes are not the same instructure. Indexes may provide for subject, author, title, time period or other types of access. Instructions on how to use an index usually appear in the first pages of the index.

Abstracts may be included as part of indexes or they may be separate publications. They provide summaries of articles, reports, books, and other forms of published material.

Government Documents include any publications originating in or printed with the authority and expense of any office of a legally organized government. State, Federal and foreign governments as well as the United Nations publish material on many subjects. Some government documents are periodicals. Others are books or pamphlets.

Search Log Form

1. Write a one sentence topic statement _____

_____

2. List sources for background reading.

_____

_____

_____

3. Use the card catalog. Find books.

_____

_____

_____

4. Use indexes. Find Articles

Indexes: _____

_____

Articles: _____

_____

Note: You may do three or four first.

LIBRARY OF CONGRESS
List of Subject Headings

SEX DISCRIMINATION AGAINST WOMEN (indirect)

x Discrimination against women

Women, Discrimination against

xx Feminism

Sex discrimination

Women's rights

--Law and legislation

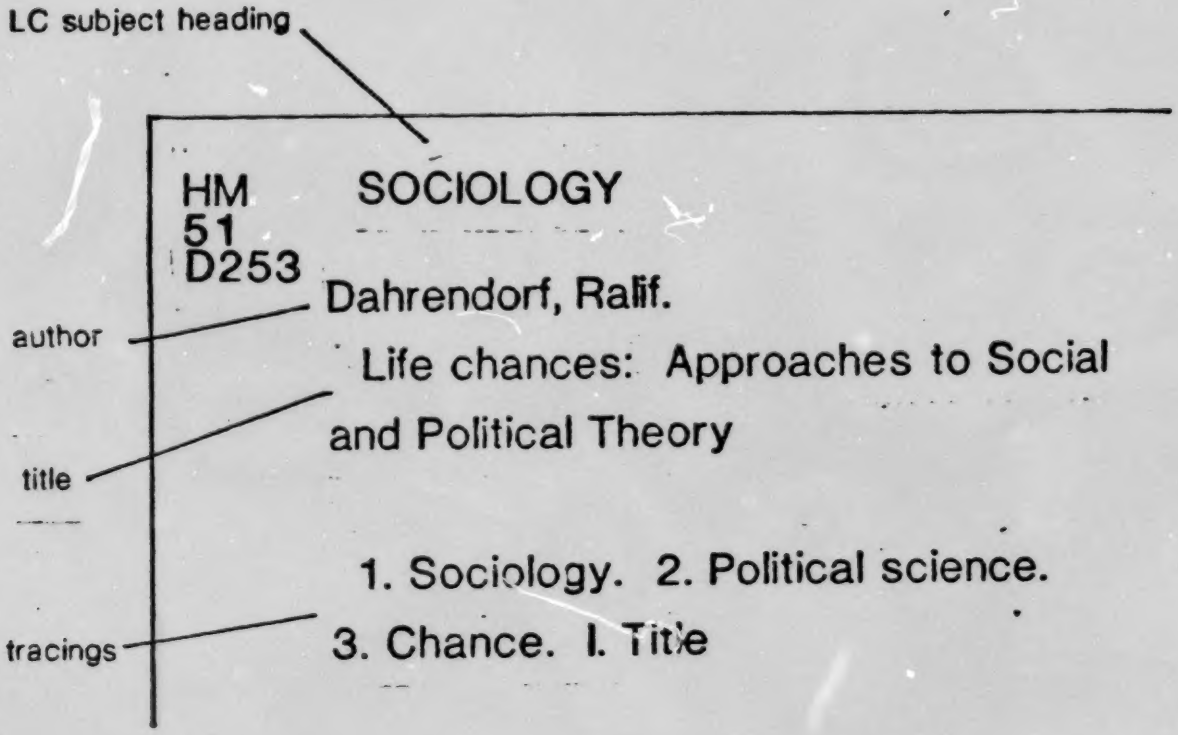
xx Civil rights

Equality before the law

x subject heading
xx broader but related subject heading
— an acceptable subdivision to the heading
Sex discrimination against women

Catalog Filing Rules

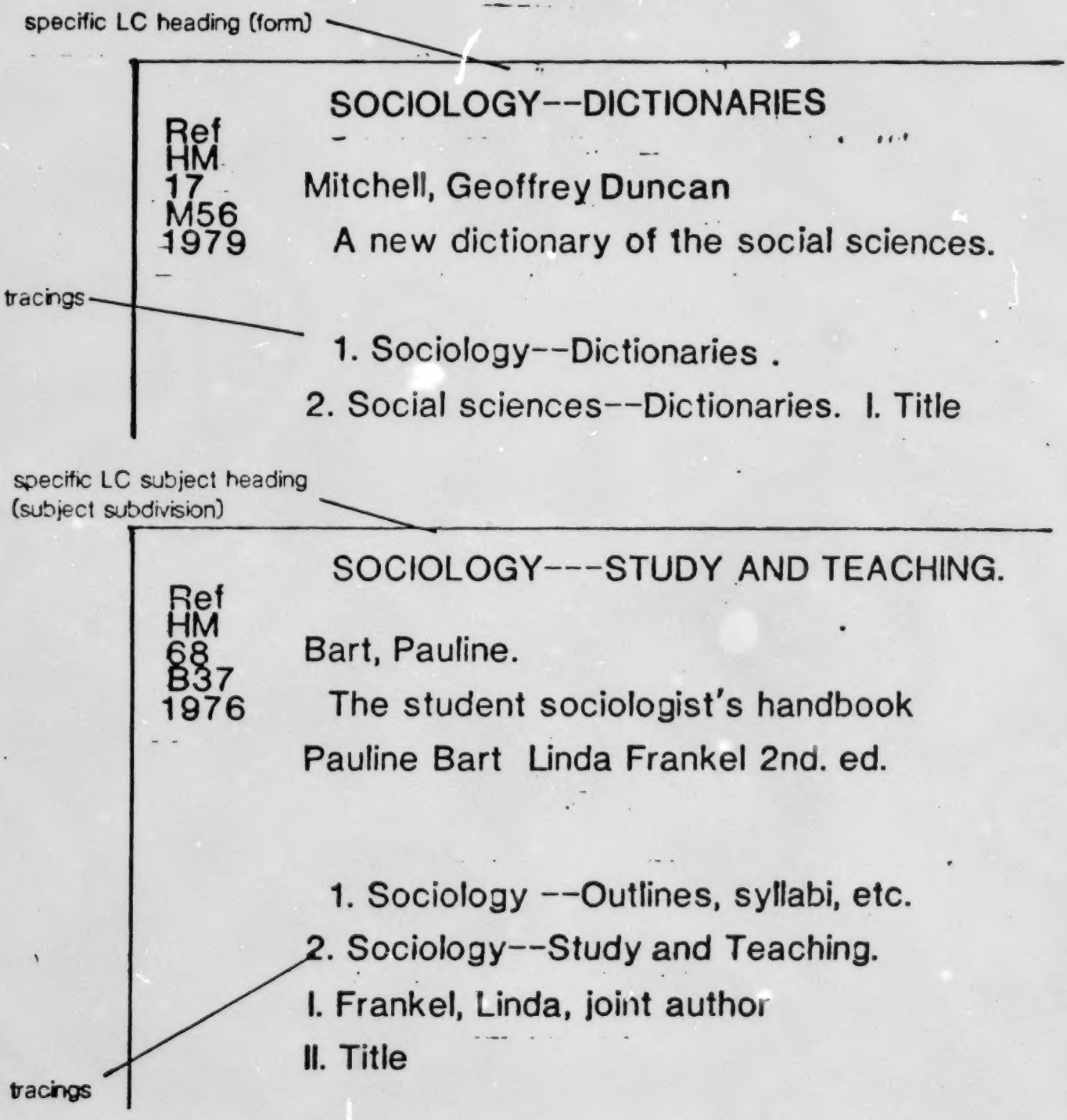
Books About a Subject
(General)



Transparency #5

Catalog Filing Rules

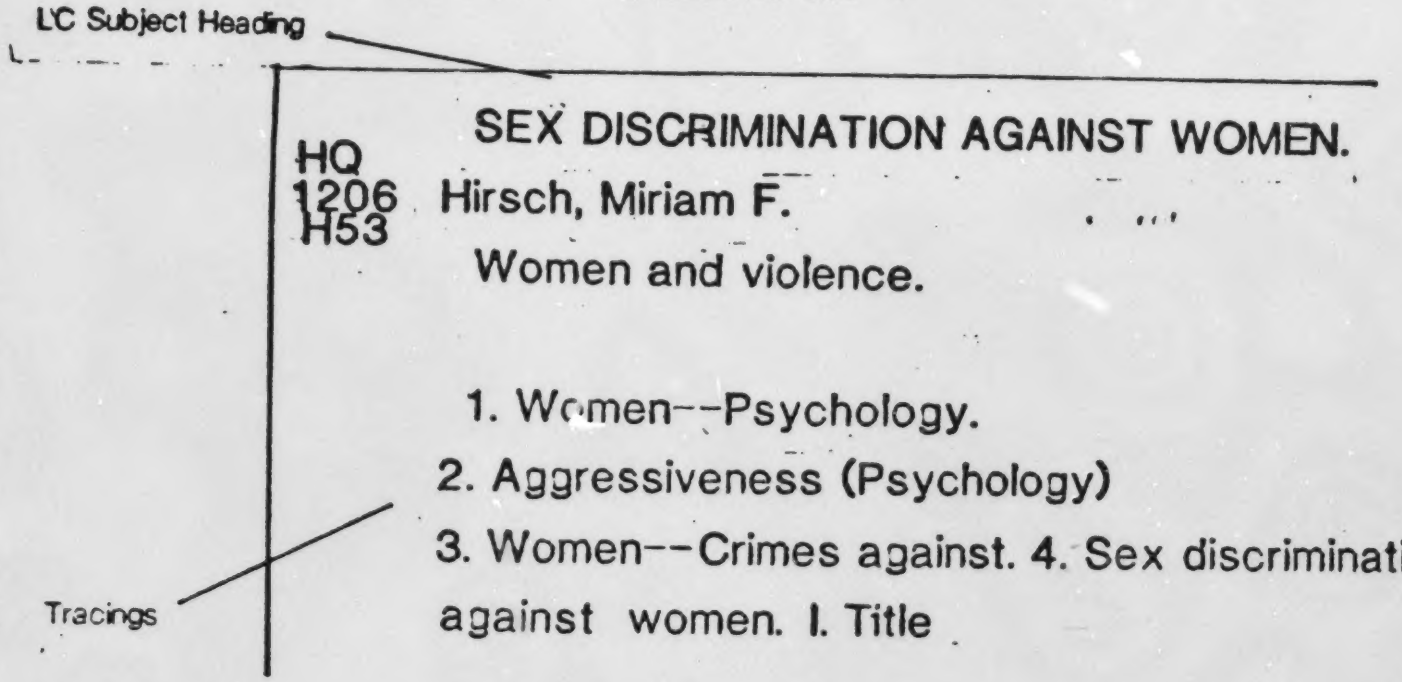
Books About a Subject
(Specific)

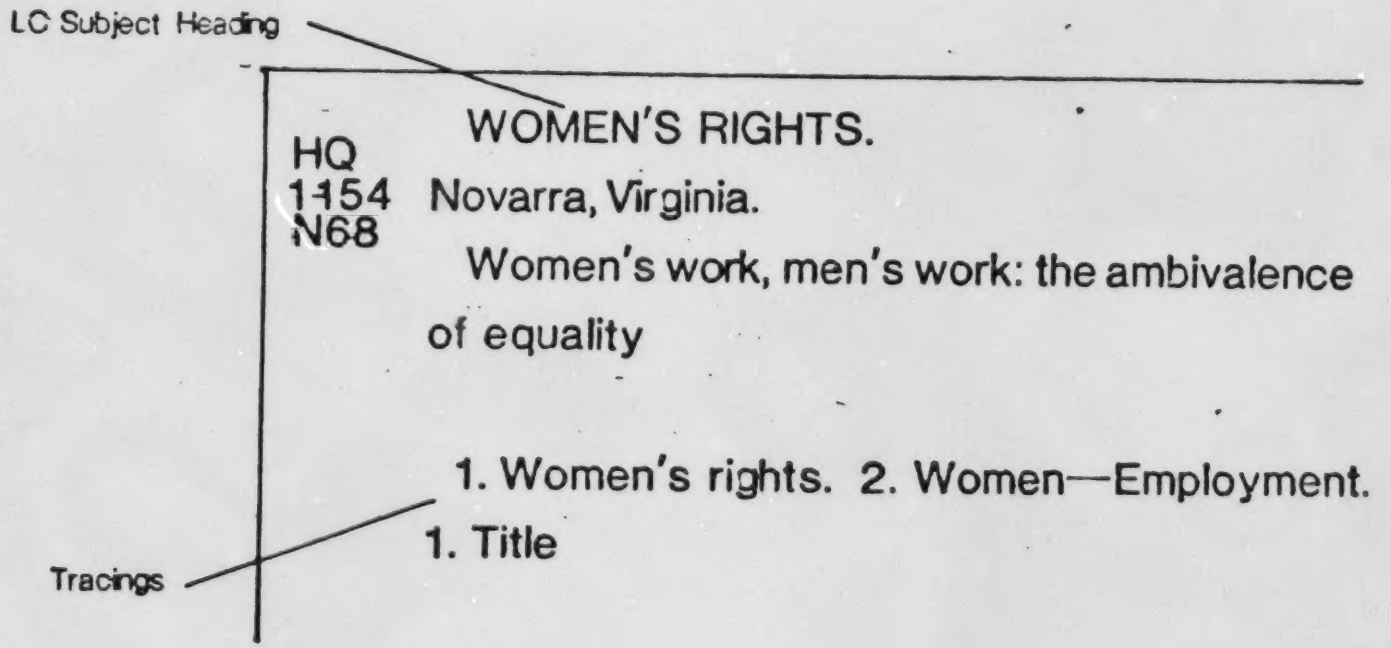


Transparency #6

Catalog Filing Rules

Books Related to a Subject





Transparency #7

Social Sciences Index

DEVIANT BEHAVIOR

Crime and punishment in sports and society. P. Brickman. bibl. J Soc Issues 33 no 1:140-164 '77

On determining the quality of the delinquency self-report method. R.H. Hardt and S. Peterson-Hardt. bibl. J Res Crime & Delinq 14: 247-61 Jl '77

Rape: a sexual deviation. A.N. Groth and A.W. Burgess. bibl. Am J Orthopsych 47: 400-6 Jl '77

subject heading

article title

journal title

volume

pages

date

authors

bibliography

Transparency #8

Sociological Abstracts

SUBJECT INDEX

Field

comparative social research, field problems: participants' acceptance. researcher distrust, studies analysis, strategies, suggestions: 7715979 ——— abstract number

field work programs, undergraduate sociology: needs, human development emphasis, Lafayette Counseling Services Program: 77S06420

intellectual field, structure, evolution, transformation. Royal Society of Canada: 7713951

social sciences fieldwork, subject risks vs. benefits: medical research models, ethical regulations, calculus variations, comments: 77S06937

Transparency #9

Sociological Abstracts

Abstract

7715979

abstract number

• **Form, William H.** (U Illinois, Urbana-Champaign 61820). The Politics of Distrust: Field Problems in Comparative Research, *Studies in Comparative International Development*, 1974, 9, 1, Spr, 20–48.

¶ Social research can be studied as a social system involving the researcher, the sponsors, & the people or organizations being studied (the hosts). In comparative research, such field problems as gaining acceptance can be studied as a natural experiment among the participants of the research social system. 7 studies are examined with an analytic framework to highlight the political dynamics among the parties. In all cases, distrust of the researchers was ubiquitous & they had to bargain continuously with different parties to enable the research process to continue. The 7 studies are analyzed as case histories dealing with the politics of distrust in field operations. Although some variables affecting the relationships among researchers, sponsors, & hosts were culturally specific, others were common to the type of organizations being studied. In the research social system which arose while studying automobile factories in the US, Italy, Argentina, & India, the climate of union-management relations was decisive. Strategies for overcoming distrust are suggested & a plea is made for researchers to study social research as they study other social systems. AA

author abstract

Checklist of Questions to Answer about Indexes and Abstracts

1. What specific subject areas are covered?
2. Does the index or abstract include instructions for using it? If so, where?
3. Is there a list of the specific primary sources indexed or abstracted? If so, where?
4. Is there a list of abbreviations used? Where?
5. Is there a list or thesaurus of the specific terms (subject headings or key words) used by the index or abstract? Where?
6. How often is the index or abstract issued?
7. Are there cumulations? How often?
8. If an index, how are the citations entered? By author? Title? Subject? Other?
9. If an abstracting journal, how are the abstracts arranged? In a classified order? Alphabetical order? By accession number? Other?
10. If an abstracting journal, what type of indexes are included, if any? Author? Title? Subject? Geographic? Corporate? Other?
11. What types of material are indexed or abstracted? Journals, books, government publications, proceedings, other?
12. What is the language of the material covered? English only? Foreign languages?
13. Is the material covered technical and research oriented or popular? Or both?
14. Are there any other special or unique features?

Reference Sources For Sociology Research

In sociology research, in addition to works about the discipline of sociology, you may want to look for works in subject areas of sociological research such as specific populations (women, ethnic groups, Blacks, children, the elderly) or specific problem areas (crime, delinquency, behavior patterns, housing, employment). The following list includes basic reference works in sociology and a few randomly selected works from specific subject areas. Use the card catalog and periodical indexes to locate works in other subject areas.

ENCYCLOPEDIAS

REF
HV35
S6K
1977

Encyclopedia of Social Work. Washington: National Association of Social Workers, 1977, 2 v.
Signed articles grouped by subject. Includes bibliographies. A good source for information on practical applications of sociological theories to contemporary social issues.

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Defines and describes concepts, theories, principles and methods in the social sciences. Includes comprehensive bibliographies. The index volume should be used to locate all relevant articles on a subject.

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A Dictionary of Words About Alcohol. New Brunswick: Journal of Studies on Alcohol, 1968.

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Fairchild, Henry. Dictionary of Sociology. Westport: Greenwood, 1970.

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Gould, Julius and Kalb, William. Dictionary of the Social Sciences. New York: Free Press, 1964.

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Bart, Pauline. The Student Sociologist's Handbook. Glenview, Illinois: Scott Foresman, 1981.
Provides suggestions for library and field research as well as research paper preparation.

REF RC451.4 A5 H38
Birren, James. Handbook of Mental Health and Aging. Englewood, N.J.: Prentice Hall, 1980.
Section four on Society and the Aged is of special interest to sociology students.

REF HM251 L486
Lindzey, Gardner. Handbook of Social Psychology, 2nd Edition. Reading: Addison-Wesley, 1968. 5 v.
Includes chapters by experts on subjects such as systematic positions, research methods, the individual in a social context, the phenomenon of group relations, and applied social psychology.

REF F185 P55 1976
Plóski, Harry. Negro Almanac. New York: Bellwether, 1976.
Describes problems of Blacks in modern American society. Includes survey articles, biographies, historical documents, and statistics.

REF HN25 R65
Rossi, Robert. Handbook of Social Indicators. New York: Garland, 1980.
Describes the concept of social indicators. Provides a set of guidelines for practitioners of social research.

REF HA202 A4
Statistical Abstract of the U.S. Washington: Government Printing Office, 1878 to date.
A one volume annual summary of statistics from government and non-government sources. Covers all aspects of American life including population, health, economics, leisure. Includes a subject index.

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REF Z7164 S68 F54
Filipovitch, Anthony. Urban Community: A Guide to Information Sources. Detroit: Gale, 1978.
Describes sources of information on the sociology of cities and community life.

REF Z7161 I594
International Bibliography of Sociology. (Formerly International Bibliography of the Social Sciences). Chicago: Aldine, 1955 to date.
Reviews one year's research from periodicals, pamphlets, monographs and dissertations. Has separate volumes for anthropology, political science, and sociology.

REF Z7164 .C5 K34 — Kalisch, Beatrice. Child Abuse and Neglect. Westport: Greenwood, 1978.
Research summaries on prediction, causation and treatment of child abuse. Includes a section on legal issues.

REF Z7964 T45 — Terris, Virginia. Women in America. Detroit: Gale, 1980.
An annotated bibliography of books, articles and pamphlets on all aspects of women's lives in the United States.

REF Z7161 W49 1973 — White, Carl. Sources of Information in the Social Sciences. Chicago: ALA, 1973.
Standard guide to the literature of the social sciences features a bibliographic essay explaining the history and methodology of each discipline included in the publication.

REPRINT SERIES

Social Issues Resource Series. Gaithersburg, Md: Social Issues Resource Series, Inc.
This special series of looseleaf binders contains reprints of articles from journals and newspapers in the United States. It covers scholarly and popular journals as well as government publications. Each looseleaf binder is devoted to one issue. Issues covered in this series include poverty, crime, work, family, alcohol, drugs, corrections. These binders are listed in the Baruch College Library card catalog by subject area. A useful series for beginning research or background reading on a subject. Not a complete source for all research about a subject.

INDEXES AND ABSTRACTS

STACK 1A — Human Resources Abstracts. Beverly Hills: Sage, 1966 to date. (Formerly Poverty and Human Resources Abstracts)
Includes abstracts on human, social, manpower problems and solutions to these problems.

TABLE 1B — Index to Articles by and About Blacks. Boston: G. K. Hall, 1971 to date.
Indexes articles on all aspects of the Black experience in the United States and abroad.

STACK 2B — Social Sciences Citation Index. Philadelphia: ISI, 1973 to date.
Useful for locating related research by one author. Indicates sources in which a known work by a given author has been cited.

STACK 2B — Social Science and Humanities Index. N.Y.: H.W. Wilson 1965 - 1973.
Indexes journal articles in sociology.

TABLE 4B — Social Sciences Index. New York: H.W. Wilson, 1974 to date. (Formerly: Social Sciences and Humanities Index)
Indexes journal articles.

TABLE 4B — Sociological Abstracts. San Diego: Sociological Abstracts, 1952 to date.
Summarizes journal articles and conference papers. Includes index listings and abstracts.

TABLE 3D — Women's Studies Abstracts. New York: Rush, 1981.

TABLE 3A — Work-Related Abstracts. Detroit: Information Coordinators, 1973.
Summarizes articles from economics, labor, and sociology journals on work conditions and their effect on human behavior.

JOURNALS

To locate other journal titles in sociology check the list of journals indexed in sociology indexes. Use the Periodicals Catalog and the Periodicals List in the Baruch College Library to locate specific journal issues.

Aging

American Sociological Review

Child Development

Journal of Marriage and the Family

Journal of Negro History

Journal of Social Issues

Social Problems

Sociological Quarterly

Sociological Review

Sociology and Social Research

NAME _____

Exercise for a Topic in Sociology

1. Write your research topic statement here. Use one sentence.

_____

2. Locate background reading for your topic. Use Reference Sources for Sociology Research.

   Bibliographic citation(s) for background reading: _____

_____

_____

3. Use the Library of Congress List of Subject Headings to select at least two subject terms for your information search.

1. _____ 2. _____

4. Use the card catalog on the 7th floor of Baruch College Library to locate books. List the call numbers and full bibliographic citations for two books you locate.

	Book 1	Book 2
Call number:		
Author(s):		
Title:		
Publisher:		
Date:		

5. Find one bibliography on your topic.

   Bibliographic citation: _____

   Did you use any sources in the bibliography?

   List them here: _____

_____

6. Use one index to find at least two periodical articles on your topic.

   Periodical Index: _____

	Article 1	Article 2
Article author:		
Article title:		
Journal name:		
Journal date:		
Page numbers:		

7. Go back to question number 1. Do you want to change your topic statement? Why? Why not?

_____

_____